

IMPORT • CHECKLIST

Import Checklist

Use this checklist to organise an import shipment from first enquiry to delivery. Tick items off as you go and share your progress with SHEHEN early — it is much easier to fix a problem before the cargo ships.

1 • Before you buy or ship

- ☐ Describe exactly what you are importing (product, quantity, use). SHEHEN can help confirm how it is classified.
- ☐ Check whether your goods are restricted or need a permit or approval before shipping.
- ☐ Get a proforma invoice from your supplier and confirm the agreed trade terms (Incoterms).
- ☐ Decide on shipping mode (sea, air or road) and container size or load type.
- ☐ Arrange cargo insurance.

2 • Documents commonly needed

- ☐ Commercial invoice
- ☐ Packing list
- ☐ Bill of lading (sea) or airway bill (air)
- ☐ Certificate of origin, where applicable
- ☐ Permits or approvals for regulated goods
- ☐ Insurance certificate
- ☐ Your company and tax identification details

3 • While the cargo is on its way

- ☐ Send SHEHEN the vessel or flight details and ETA.
- ☐ Confirm all document details match (names, quantities, values).
- ☐ Ask for an estimate of duties, taxes and charges and agree how they will be paid.
- ☐ Check how long you can leave cargo at the port before storage charges may apply.

4 • On arrival

- ☐ Authorise SHEHEN to clear the cargo.

- ☐ Arrange transport to your premises.
- ☐ Inspect the cargo on delivery and report any damage straight away.